

Orbitas Bereavement Services Ltd (Orbitas)
Minutes of Board Meeting,
22nd January 2024 at 09.00

Present:

Cllr Mark Goldsmith, Director (Chaired the Meeting)	MG
Cllr Lata Anderson, Director	LA
Paul Goodwin, Director	PG
Tom Shuttleworth, Director	TS
Helen Green, Finance Lead	HG
Mark Darbyshire, COO, Orbitas	MD
Cllr Michael Gorman (CEC Observer)	MiG
Sarah Worthington, Employee Rep South	SW
Melanie Henniker, Director HR & Corp Servs	MH

Other Attendees:

Karen Potts, PA (Minutes)	KP
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Apologies:

Kevin Melling, Managing Director	KM
Cllr Joy Bratherton, Chair	JB

Agenda Item	Item Detail	Actions
	<p>Welcome, Apologies and Declarations of Interest</p> <p>The board approved MG to chair the meeting in JB absence. MG welcomed all attendees to the meeting. MG advised that due notice of the meeting had been given and that a quorum was present.</p> <p>No Conflict of Interests were declared.</p>	
07	<p>Minutes of the last meeting and Matters Arising</p> <p>The minutes of the meeting on 20 December 2023 were accepted as a true and accurate record.</p> <p>Matters Arising</p> <p>Papyrus response – MD and JB have arranged a photo to be taken tomorrow morning.</p>	
08	<p>Directors Q3 report</p> <p>MD presented his report which had been circulated to the board prior to the meeting and the following points were highlighted:</p> <ul style="list-style-type: none"> • Training focused on essential training only. • Only one reportable accident to RIDDOR. • An observation from TS is that the number of Near Misses was relatively low. A discussion took place around how we can promote the culture of staff reporting near misses. • The company has been impacted by a significant amount of long-term absence which has been managed according to the relevant procedure with the support of HR colleagues. • LA asked do we have staff who are trained in mental health. MD advised we have 3 Mental Health First Aiders. • MD corrected an error on the Our Performance – Contractual chart. Action MD to update. 	MD

	<ul style="list-style-type: none"> Bereavement Usage Monitoring Table gives the figure to the end of November 2023. A discussion took place comparing the pricing and the differences between the services. MD advised consideration is being given to a broader range of services and a review of prices is taking place. H & S Policy table is included within the reports and those highlighted as amber will be presented to the board over the next 4 – 5 months. Pond restoration has now been finished with start and completed photos. 	
09	<p>HR Policies</p> <p>MH presented her report which had been circulated prior to the meeting as part of the regular review of particular HR policies.</p> <ul style="list-style-type: none"> Performance Improvement Policy and Procedure: (Capability Procedure) MH outlined two proposed changes and the reasoning behind these. There was a full discussion involving all Board Members. <p>Board Resolution: it was resolved to approve the policy with the proposed amendments.</p> <ul style="list-style-type: none"> Charitable Giving MH advised there were no amendments being proposed to this policy. <p>LA requested that an article on this be including in the next newsletter.</p> <p>PG asked how long this policy had been in place and MH confirmed it had been in place for the lifetime of the company. Any bids for support are accounted for against commercial profits as it is a company’s initiative.</p> <p>Board Resolution: it was resolved to approve the policy as presented.</p>	
10	<p>Health & Safety Policies</p> <p>AS joined the meeting as she prepares the H & S Policy. The policy document had been circulated and AS reported that there were no changes in responsibilities or other amendments proposed at this time and that the document is reviewed on an annual basis. A discussion then took place around the format of the document, and it was agreed that there should be a front page which details the author and their competencies along with the version history.</p> <p>Board Resolution – it was resolved to approve the Health and Safety policy for a further twelve-month period and will be signed by KM. Action KM</p>	KM
11	<p>Employee Representative matters</p> <p>SW advised the board she had been asked for an update on the CEC review. MG advised this is an ongoing review being led by the Monitoring Officer and their team. We understand employees are concerned and it is business as usual and there should be no change to their jobs other than who would pay their salary. He advised we will share any updates as soon as we hear anything.</p>	
12	<p>Any Other Business</p> <p>None</p>	

The Meeting closed at 10.42
Next Board Meeting: 19 February 2024 at 09.00

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